

ELA TOWNSHIP BOARD MEETING
JUNE 13TH, 2002
7:00PM
Village of Lake Zurich Board Room
70 East Main Street
Lake Zurich, IL.

1. CALL TO ORDER

Supervisor Tinerella called the meeting to order at 7:29pm.

2. Roll Call

Present: Supervisor Tinerella, Trustees Black and Knudtson. Trustees Burch and Sullivan were absent.

Also present: Assessor Hoffman, Highway Commissioner Kruckenberg and Senior Director Neuschel and Ela Township Lawyer Krafthefer.

3. Pledge of Allegiance

The Board led those in attendance in the Pledge of Allegiance.

4. Public Comments

There were no public comments at this time.

5. Update Investment Policy

Trustee Black's motion was to table the investment policy until the July Board meeting, because there was no action on the agenda for that item, seconded by Trustee Knudtson. Roll Call: Trustees Black and Knudtson voted aye and the motion carried. Supervisor Tinerella voted nay. Motion carried 2 to 1.

6. Approval of Expenditures (5/10-6/6 and 6/7-6/12)

7. Approval of meeting Minutes 4/11, 4/25, 5/9, and 5/23

Trustee Black's motion to move the approval of the expenditures and meeting minutes (6 and 7 on the agenda) to the end of the meeting after New Business number 18 on the agenda, seconded by Trustee Knudtson. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson voted aye, and the motion carried.

8. Supervisor's Report

Received and attached to the back of the minutes.

9. Highway Commissioner's Report

Received and attached to the back of the minutes.

10. Assessor's Report

Received and attached to the back of the minutes.

11. Senior Director's Report

Received and attached the back of the minutes.

12. Administrator's Report

This report will be added to the Supervisor's report and attached to the back of the minutes.

a. Financial Audit

b. Administration Staffing

OLD BUSINESS

13. FY02/03 Budget and Appropriations Ordinances- finalize and adopt.

Trustee Knudtson's motion to adopt the Budget Appropriation Ordinance 2002-7, seconded by Supervisor Tinerella.

Discussion and changes in the 2002/2003 tentative expenditures Budget.

The changes can be followed very easily on your budget sheet.

GENERAL TOWN FUND-FUND 1

ADMINISTRATIVE DIVISION-DEPT 1

LINE ITEM# 507 - Admin Staff-\$75,000-to -\$47,500

LINE ITEM#510-Health Ins.-\$45,000-to \$35,000

LINE ITEM# 542 and 552- C.P.A-audits-\$10,000 to \$15,000

LINE ITEM#536- Travel- \$10,000 to \$5000, 00

LINE ITEM#568 and 556-Misc-Twp.Handbook-\$30,000 to \$2000, 00

LINE ITEM# 544- \$33,000 to \$43,000

NEW LINE ITEM#544A-LITIGATION-\$15,000

OLD TOTAL \$535,293.00

NEW TOTAL \$509,793.00

GENERAL TOWN- Fund 1-

ASSESSOR'S DIVISION-Dept 2

TOTAL \$338,000.00

No changes

GENERAL TOWN FUND 1

SOCIAL SERVICES- DEPT 3

SOCIAL AGENCIES FUNDING REQUESTS-VARIOUS-\$120,000 to \$96,075.00
OLD TOTAL \$250,075.00
NEW TOTAL \$226,075.00

GENERAL TOWN FUND 1
SENIOR SERVICES DEPT.6
TOTAL \$228,300.00
No Changes.

GENERAL TOWN FUND 1
BUS SERVICES DEPT 7
Eliminate LINE ITEM# 512A-IMRF contingency \$30,000.00
OLD TOTAL \$274,500.00
NEW TOTAL \$244,500.00

GENERAL TOWN FUND - FUND 1
CAPITAL IMPROVEMENTS/BLDGS DEPT 8
LINE ITEM# 580- Land/building improvements-\$75,000.00 to \$30,000
OLD TOTAL \$75,000.00
NEW TOTAL \$30,000.00

GENERAL ASSISTANCE FUND -FUND 2-DEPT. 0
TOTAL \$130,000.00
No changes

PARK FUND 5- DEPT 0
LINE ITEM #583-LAND/BLDG/CAP.IMPROVMTS-WILL BE SPLIT INTO
THREE LINE ITEMS.
LINE ITEM # 583-CAP.IMPROVMTS- \$30,000.00
LINE ITEM #583A-LAND ACQUISITION-\$600,000.00
LINE ITEM #583B-RECREATIONAL SERVICES -\$75,000.00
OLD TOTAL \$800,000.00
NEW TOTAL \$870,000.00
NEW TOTAL FOR THE BUDGET& APPROPRIATION ORDINANCE-
TOWNSHIP-ORDINANCE NUMBER 2002-7.

GENERAL TOWN FUND	\$1,561,668.00
GENERAL ASSISTANCE	\$130,000.00
PARK FUND	\$870,000.00

TOTAL APPROPRIATIONS \$2,561,668.00

Amended because of the changes made to the original tentative budget.

Roll Call: Trustees Black and Knudtson voted aye. Supervisor Tinerella voted nay,
because of the Admin/staffing issue. Motion carried 2 to 1.

Trustee Knudtson's motion to adopt the 2002 **ROAD BUDGET ORDINANCE 2002-8**,
seconded by Supervisor Tinerella.

GENERAL ROAD FUND-FUND 3

ADMINISTRATIVE DIVISION DEPT. 1

LINE ITEM #513-UNEMPLOYMENT COMP INS.-\$500.00 TO \$1000.00

OLD TOTAL \$93,850.00

NEW TOTAL \$94,350.00

GENERAL ROAD FUND-FUND 3

MAINTENANCE DIVISION DEPT. 4

LINE ITEM #500-HIGHWAY COMMISSIONER-\$45,000 to\$32,550.00

LINE ITEM #537-UNIFORMS&SAFETY WEAR-\$1,500.00 to 0

LINE ITEM #562-OPERATING SUPPLIES-\$6,000.00to\$7500.00

LINE ITEM #565-SUPPLIES&REPAIR-BLDG. \$6,000.00to\$10,000.00

LINE ITEM #567-SUPPLIES&REPAIR-EQUIP. \$10,000.00to\$14,000.00

LINE ITEM #569-SUPPLIES-REPAIR-VEHICLES \$12,000.00to\$16,000.00

OLD TOTAL \$249,500.00

NEW TOTAL\$249,000.00

PERMANENT ROAD FUND-FUND-4 DEPT 0

TOTAL \$1,068,500.00

No changes

PERMANENT ROAD FUND \$1,068,500.00

GENERAL ROAD FUND \$343,350.00

TOTAL APPROPRIATIONS \$1,411,850.00

Amended by Trustee Knudtson's to include the changes that were just made to the **Road Budget Ordinance 2002-8**. The second was also amended by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson all voted aye and the motion carried.

14. Park maintenance work- award contract(s)

Trustee Knudtson's motion to award the contract to Jim Taylor Services with the low bid of \$21,030.00, seconded by Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson voted aye and the motion carried.

15. Administration staffing- consideration to approve existing part-time person to full-time.

Supervisor Tinerella's motion is to request approval from the Board to allow our existing part-time person to work more hours, whatever those hours are to back up our Administrator when she takes a vacation or when she needs to hop on the bus to replace a driver who is off work. Trustee Black would like this tabled until the next Board meeting, after we have our discussions on Board policies. Our Administrator came prepared to talk and she did talk but the Clerk could not hear her as the mike was off. Trustee Knudtson said the Board has approves two part-time employees and he suggest that Employee Huntsha be faze out and have him apply for a part-time job at the Township. This motion failed because of lack of a second.

NEW BUSINESS

16. Adoption of Prevailing Wages for 2002/03

Trustee Knudtson's motion to adopt the Prevailing Wage rate as outline in our Board packets, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson all voted aye and the motion carried.

17. Summer Hours for the Supervisor's/Clerk's Office-consideration to close office at 1pm on Fridays

Trustee Knudtson's motion to postpone this until the meeting on policy and procedures and regulations in July of this year, seconded by Trustee Black. Roll Call: Trustees Black and Knudtson voted aye, Supervisor Tinerella voted nay. The motion carried 2 TO 1.

18. July Board Meeting Agenda Requests Tentative Agenda Thursday July 11th, 2002

1.Call to Order

2.Roll Call

- 1. Pledge of Allegiance**
- 2. Public Comments**
- 3. Approval of Expenditures**
- 4. Approval of Meeting Minutes 6/13**
- 5. Supervisor's Report**
- 6. Highway Commissioner's Report**
- 7. Assessor's Report**
- 8. Senior Director's Report**
- 9. Administrator's Report**

OLD BUSINESS

- 12. Establishment of Student parking policy for Knigge Park**
- 13. Review bid results and choose contractor to complete parking lot paving at Knigge Park**
- 14. Park entrance signs-approve layout to go to bid**
- 15. Presentation and Approval f Eagle Scout Landscaping project at Bus and Highway garages**
- 16. Website content-presentations from Supervisor, Clerk, Assessor and Road Commissioner**

NEW BUSINESS

17. Establishment of 4 committees (Finance/Youth/Grant Funding/Parks)

18. August Board meeting

EXECUTIVE SESSION

19. TBA

20. Adjournment

Trustee Knudtson's motion to accept the tentative Agenda for July, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson all voted aye and the motion carried. **Discussion.**

Items 1 to 10 will stay on the Agenda

Remove # 11 Administrator' Report and put it under the Supervisor's Report

Move 12, 14, and 16 to the August Meeting

Change # 13 to say that the Bid results will be opened by the Township Clerk at the Township July Meeting. Trustee Knudtson withdrew this change as the Bid Notices have already gone to the press.

Leave 15 on the Agenda

Under New Business #17 to be a broad topic including all policies, by-laws, regulations and establishment of committees for both our intra offices and intra government Township business. This would take care of all the issues (personnel-Bid opening-Assessor's office and etc)

18. Discussion/Action / adoption of committees

The July Agenda will be updated and put in your packets.

Now this is the **Lawyers changes and numbers**

#13-Policy Procedures

#14-Discussion/ potential action on committee Ordinances

#15- Discussion/ potential action on Investment policy

#16-Discussion/potential action on personnel policy

#17-Discussion/potential action on bidding policy

#18-Discussion/potential action on funding policy

And the approval of the funding contracts.

#19-August Agenda establishment

#20-Executive Session

#21-Action on Executive items

#22-Adjournment

Trustee Knudtson amended his previous motion to reflect what the Lawyer just stated.

Supervisor Tinerella refused to amend her second. Thus Trustee Black seconded the motion made by Trustee Knudtson on the Agenda. Roll Call: Trustees Black and Knudtson voted aye. Supervisor Tinerella voted nay, and the motion carried 2to1.

Trustee Knudtson motion to approve the **Expenditures (5/10to6/6 and 6/7to6/12)** with the exception of the social Agency requests, seconded by Supervisor Tinerella. Roll Call:

Supervisor Tinerella and Trustee Knudtson voted aye and Trustee Black abstained and the motion carried.

Dates	Gen. Town	Gen. Assist.	Gen. Road	Perm Road	Park
#1-5/10-6/06	\$96,522.15	\$1,781.73	\$5,347.15	\$35,513.68	\$1,054.83
#2-6/07/6/12	\$72,044.40	\$ 515.15	\$ 159.61	\$7,425.59	\$826.10
TOTAL	\$168,566.56	\$2,297.23	\$5,506.76	\$42,939.27	\$1,880.93

GRAND TOTAL	\$221,190.75
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Trustee Knudtson's motion to accept the 4/11/02 meeting minutes with the changes, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson voted aye and the motion carried.

Trustee Knudtson's motion to accept the 4/25/02 meeting minutes with the changes, and to omit the letterhead, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson voted aye and the motion carried.

Trustee Knudtson's motion to accept the 5/09/02 meeting minutes with the changes, seconded by Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson all voted and the motion carried.

Trustee Knudtson's motion to accept the 5/23/02 meeting minutes, seconded by Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson all voted aye and the motion carried.

Executive Session

At 10:30pm.

Supervisor Tinerella motion to go into Executive Session, seconded by Trustee Knudtson. Roll Call: Supervisor Tinerella, Trustees Black and Knudtson all voted aye and the motion carried.

19. Approval of meeting minutes 7/12, 8/20, 9/13, 10/11, 12/13, 2/14, 3/14, 4/11 and 5/9/02.

20. Legal counsel update on open litigation

21. Adjournment.

At 10:40pm Trustee Burch arrived.

At 11:03

Trustee Burch's motion to adjourn, seconded by Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black Burch and Knudtson all voted aye and the motion carried.

Lucy Prouty Ela Town Clerk